



License Agent News



California Department of Fish & Game
April 2012

LICENSE AND REVENUE BRANCH

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VISIT OUR WEB SITE AT:
www.dfg.ca.gov/licensing

CalTIP
Report Poaching and Polluting
Incidents
(888) DFG-CALTIP or
(888) 334-2258

2012/2013 HUNTING ITEMS

Starting April 15th, 2012/2013 hunting items will become available for sale through the Automated License Data System (ALDS) Internet Point of Sale (IPOS) terminals and online.

Big Game Drawing Deadline is June 2, 2012

The Department of Fish and Game (DFG) mailed Big Game Drawing Renewal Worksheets and the 2012 California Big Game Hunting booklets to hunters who participated in the previous year's big game drawing. The Big Game Worksheets are intended to help assist agents with retrieving customer profiles and processing drawing application hunt choices. **Note:** Customers are not required to complete the worksheet to submit drawing applications. After June 2, 2012 the drawing applications will not be available for purchase.

Deer Zone Maps & 2012/2013 Hunting Fee Posters

A hunting fee poster and two deer zone maps are included with this informational package. Unfortunately, deer zone maps are limited to two per agent location and cannot be sold. Please post these items in a prominent location for customers to view.

Initial Shipments of Hunting Booklets

License Agents should expect initial shipments of hunting booklets as follows:

Shipment Date	Booklet
April 2012	California Big Game Hunting
June 2012	Mammal Hunting Regulation

Once these items become available you may submit additional order requests through 'Administration' on the IPOS terminal. If you receive an overstock of regulations please contact the DFG New Account Desk to reduce future orders.



Online Harvest Reporting

Beginning with the 2012 season, hunters will have the option to submit successful and unsuccessful, big game tag report card information via DFG's Online License Service at www.dfg.ca.gov/licensing/ols/. Hunters logging into the system will be able to view all their tags that require harvest reporting. Hunters reporting online will receive a report confirmation number and **will not** have to mail in the report card.

Incorrectly Sold Items

Items that are sold incorrectly need to be canceled through 'Administration' on the IPOS terminal within four hours of the sale. If not canceled, your account will be billed for these items. Agents should immediately contact the **License Agent Help Desk** for assistance and approval to cancel any document(s) that did not print due to a system error or that is outside of the four hour time frame. To avoid unreturned cancel document charges on your account, please mail all canceled documents within 30 days to:

Department of Fish and Game
License and Revenue Branch
1740 N Market Blvd
Sacramento, CA 95834



PROCESSING LICENSE SALES

Customer Profile

Add a new or retrieve and update (if needed) the customer's profile for whom the license and drawing application(s) and/or tag(s) are intended for (not always the purchaser) by one of the following methods:

1. Scan Barcode
2. Swipe a CA DMV
3. Customer Search

Note: When searching for or adding a customer, do not enter a suffix (i.e. Jr., Sr., II, etc.) in their last name. The suffix is added from a drop down menu in the customer profile screen.

DFG mailed renewal worksheets that contain a GO ID Barcode, when possible always scan barcodes to retrieve customer profiles (i.e. GO ID or a previously issued ALDS license).

Reminder

Youth Profiles (under 18)

If a youth does not have their own form of identification (see list on back page) then a Guardian's ID may be used. If adding a youth profile using a Guardian's ID select the corresponding identity type with the **Guardian ID** label from the drop down menu (ex: Guardian State ID).

→ Hunter Education

To sell a hunting license, the customer's profile must have hunter education on file or the hunting license will be grayed out with a message indicating "proof of hunter education is required". Customers must present a hunter education certificate or previously issued hunting license before you can add hunter education to their profile. Declarations are no longer accepted.

SALES

2011 hunting items are still available for sale until June 30, 2012. If hunting prior to June 30, 2012, customers need to purchase 2011 hunting items. Customers applying in the Big Game Drawing or hunting after July 1, 2012 need to purchase 2012 hunting items. Please confirm with the customer when they plan on hunting and select the appropriate year hunting tab.

2012 Hunting License (Main sub tab)

To enable most hunting items and big game drawing applications, customer must purchase a 2012 hunting license. **Exception:** the fund-raising drawing applications do not require the purchase of a hunting license to apply.

→ Validations

Always check with customers to see if they need to purchase any validations (Upland Game Bird, California Duck and Harvest Information Program (HIP)).

Drawing Applications (Drawing sub tab)

There are two different types of drawing applications (big game drawing and fund-raising drawing). The big game drawing applications (first-deer, second-deer (juniors only), elk, antelope, and bighorn sheep drawing applications) allows hunters to apply alone or as a party; requires the selection of hunt choices, and tags are awarded through

our modified preference point draw. The fund-raising drawing applications do not require the purchase of a hunting license or hunt choice selections, and tags are awarded through a completely random draw.

→ Select Drawing Application(s) First

Hunters applying in the Big Game Drawing must use a First-Deer Tag Drawing Application. Therefore, the deer tag drawing applications should be processed prior to the deer tags that are under the **Tags** sub tab.

Add	2012 - Deer Tag Drawing Application - 1st Deer (Res)	Valid From - To: 7/1/2012 - 6/30/2013	Quantity In Cart: 0
	2012 - Deer Tag Drawing Application - 2nd Deer (Res)	Valid From - To: 7/1/2012 - 6/30/2013	Quantity In Cart: 0
Customer has not purchased a 1st deer tag item.			

Party Question Screen

Customers have the option to apply alone, create a new party or join an existing party for big game drawing applications (except bighorn sheep).

→ Select Apply Alone/Create New Party

If the customer indicates they are the party leader or they are not joining a party.

Apply Alone / Create New Party	
OR	
Select From Cart	<input type="text"/>
Party #	<input type="text"/>
Join Party	

All customers applying will receive a party identification number printed on their big game drawing receipt(s) at the end of the transaction (see back page for examples).

Joining a Party Together

If the customer indicates they are joining an existing party there are two ways a party can be joined together.

→ Select From Cart (drop down menu) & Join Party

This option is only available when customers are applying in the same transaction (by going to the cart and adding another customer). No party identification number needed.

Note: The purchaser must have the other customers required information to complete the sale.

→ Enter Party Number & Join Party

This option requires the customer to have a party identification number for the each species they would like to join as a party. The party identification number is obtained from a party member that has already applied for the drawing.

Customers must obtain party identification number(s) from other members of their party. DFG license sales offices cannot provide the party identification number(s) to customers or agents.

Hunt Choice Selection (Drawing Applications)

Customers applying alone or creating a new party need to indicate hunt choices. Deer tag drawing application(s) can have up to three different hunt choices. Elk, antelope and bighorn sheep drawing applications only have one hunt choice. A list of eligible hunt codes is displayed; if an invalid hunt code is entered an error message will display.

Note: screen does not appear if joining a party together.

Hunt Choice Selection

Enter the requested Hunt codes. 1st choice is required and must be a draw hunt. Second and Third choices are optional and may be draw or non-draw hunts. When all codes are entered, verify selections with customer and press OK. The list on the right is for reference and includes the available hunt codes, along with the hunt names.

1*

2

3

Code	Name
PD	Preference
C	C Zone
D12	Zone D12
D17	Zone D17
X1	Zone X1
X2	Zone X2
X3A	Zone X3A
X3B	Zone X3B
X4	Zone X4
X5A	Zone X5A
X5B	Zone X5B
X6A	Zone X6A
X6B	Zone X6B
X7A	Zone X7A
X7B	Zone X7B
X8	Zone X8
X9A	Zone X9A
X9B	Zone X9B
X9C	Zone X9C
X10	Zone X10
X12	Zone X12

→ **Select Box #1** – Enter the customer's first hunt choice. The First Choice is required and must be a premium hunt code or the preference point only code.

→ **Select Box #2 and #3 (only applies to deer drawing applications)** – Enter the customer's second and third hunt choices, if any. Second and third choices are optional and can be a premium (drawing), restricted or unrestricted (non-drawing) deer hunt codes.

Confirm Application Screen

Always confirm with the customer all party members, hunt choices and the order of hunt choices listed.

If the transaction has been completed and the hunt choices and/or order of hunt choices were entered incorrectly the incorrect drawing receipt(s) will have to be canceled and the drawing application reprocessed.

Tags (Tags sub tab)

The tags sub tag holds all the hunt tags that are issued upon request (non draw). These tags print at the end of the transaction.

→ Deer Tags

Hunters can obtain up to two deer tags per license year. If they applied for a premium deer tag in the drawing on a First-Deer Drawing Application they can also purchase a Second-Deer Tag. Hunters that did not apply in the Big Game Drawing for a premium deer hunt tag or preference point can purchase two deer tags.

<input type="button" value="Add"/>	2012 - Deer Tag Drawing Application - 1st Deer (Res)
Valid From - To: 7/1/2012 - 6/30/2013	Quantity In Cart: 0
2012 - Deer Tag Drawing Application - 2nd Deer (Res)	
Valid From - To: 7/1/2012 - 6/30/2013	Quantity In Cart: 0
Customer has not purchased a 1st deer tag item.	

Hunt Choice Selection (Non Draw Deer Tags Only)

Only one deer tag hunt choice can be entered, the hunt choice list will only display the zones that are open. As tag quotas fill and zone seasons close the hunt codes will no longer display on the list. If an invalid hunt code is entered an error message will display.

Hunt Choice Selection

Enter the requested Hunt Code. Once entered, please verify the hunt code and displayed hunt name with the customer and click OK. The list on the right is for reference and includes the available Hunt Codes along with the hunt names.

Enter Hunt Code

Code	Name
A0	Archery-Only
A	A Zone
B	B Zone
D3-5	Zone D3-5
D7	Zone D7
D8	Zone D8
D9	Zone D9
D10	Zone D10
D11	Zone D11

→ Bear Tags

Customers 12 years of age or older may purchase one bear tag per license year.

→ Pig Tags

Customers 12 years of age or older may purchase multiple pig tags, there is no limit.



Bobcat Tags

Bobcat tags are now sold individually. Customers may purchase up to five tags per season and may purchase more than one in a single transaction. Please ask customers how many they wish to purchase.

Shopping Cart

From the shopping cart you can add another customer to the transaction, continue shopping for customer(s), and edit or remove items. Always confirm all items and hunt choices are correct prior to completing the transaction.

Continue Shopping For this Customer

Edit	Remove	2012 - Hunting License (Res)
Valid From - To: 7/1/2012 - 6/30/2013		Quantity: 1
Edit	Remove	2012 - Deer Tag Drawing Application - 1st Deer (Res)
Valid From - To: 7/1/2012 - 6/30/2013		Quantity: 1
Party Number:		Hunt Codes: PD (Preference Point Only - Deer),

Cancel Add Another Customer Continue To Check Out

REMINDERS

→ Customer must have licenses, tags and report cards in possession while engaging in hunting/fishing activities.

→ Duplicate Big Game Tags are only issued at DFG license sales offices.

IPOS Training

As an authorized license agent it is your responsibility to help ensure our customers are licensed properly, and all laws, regulations and policies are followed by your sales staff. Over the phone and web-ex (online presentations) IPOS training is available upon request. Please email Agent@dfg.ca.gov or contact the DFG's License Agent Analyst listed on the front of this newsletter to schedule additional training.

Big Game Drawing Receipts

12 DRA

STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME
1ST DEER DRAW APPLICATION
Receipt



D-0004009102-6

GO ID: 1019627534
STATE ID: L126**** CA
JOE L HUNTER
1740 N MARKET AVE
SACRAMENTO, CA 95834

SEX: **M** HAIR: **Black** EYES: **Brown**
HT: **5-06** WT: **160** DOB: **09/19/1979**

Resident: I have resided in California continuously for the past 6 months

Doc No: D-0004009102-6 Outlet No: 302001-001
Trans: 000000002913046 3/27/2012 10:43:50 AM
195591312

Customer does not have preference points for any species.

Item	Fee*
1st Deer Drawing Application (Res)	\$29.98
Party Number: 1667369 Party Leader Name: HUNTER, JOE	
Choices 1st Choice - PD - PREFERENCE POINT ONLY - DEER 2nd Choice - X1 - ZONE X1	
Total:	\$29.98

*Includes any applicable application fees, agent handling fees, and license buyer surcharge.

If you would like for other hunters to enter the drawing as part of your party, please provide them the 'Party Number' from this receipt for the appropriate species. The party members will need to provide this Party ID at the time of application to join the party.

Detailed drawing information can be found at www.dfg.ca.gov. For questions regarding you application data or preference points, please contact DFG at (916) 419-7573.

— End of Document D-0004009102-6 —

**Remember to Give Customers
All License Documents &
Drawing Receipts**

Each Drawing Receipt Contains:

- Party ID Number
(joins others to their party)
- Party Leader Name
- Hunt Choice(s)

**Always Confirm Hunt Choices &
Party Leader Information with the
Customer**

12 ELA

STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME
ELK DRAW APPLICATION
Receipt



D-0004009103-7

GO ID: 1019627534
STATE ID: L126**** CA
JOE L HUNTER
1740 N MARKET AVE
SACRAMENTO, CA 95834

SEX: **M** HAIR: **Black** EYES: **Brown**
HT: **5-06** WT: **160** DOB: **09/19/1979**

Resident: I have resided in California continuously for the past 6 months

Doc No: D-0004009103-7 Outlet No: 302001-001
Trans: 000000002913046 3/27/2012 10:43:50 AM
195591312

Customer does not have preference points for any species.

Item	Fee*
Elk Draw Application (Res)	\$8.13
Party Number: 1667370 Party Leader Name: HUNTER, JOE	
Choices 1st Choice - 403 - BIG LAGOON - GENERAL - BULL	
Total:	\$8.13

*Includes any applicable application fees, agent handling fees, and license buyer surcharge.

If you would like for other hunters to enter the drawing as part of your party, please provide them the 'Party Number' from this receipt for the appropriate species. The party members will need to provide this Party ID at the time of application to join the party.

Detailed drawing information can be found at www.dfg.ca.gov. For questions regarding you application data or preference points, please contact DFG at (916) 419-7573.

— End of Document D-0004009103-7 —

Acceptable Forms of Identification (ID)

ID Types:

- Any Previously Issued ALDS License
- State Driver's License or ID Card
- Birth Certificate
- Passport
- Permanent Resident Card (Green Card)
- Foreign Government Issued Photo ID
- Tribal Identification Card (listed under Foreign Government ID)
- Military ID

Youths (under 18) can use:

- Own ID as listed under ID types
- A Guardian's ID as listed under ID types
- select the Guardian identity type
(Ex: Guardian State ID)

Acceptable forms of identification that do not have a unique identity number (i.e. military ID's or birth certificates) should be entered using the first three letters of the last name and date of birth.
(Ex: TES04131977)

**PLEASE SHARE THE INFORMATION IN THIS NEWSLETTER WITH YOUR
EMPLOYEES TO HELP BETTER SERVE YOUR CUSTOMERS**